



TOWN OF GRAFTON
GRAFTON MEMORIAL MUNICIPAL CENTER
30 PROVIDENCE ROAD

GRAFTON, MASSACHUSETTS 01519
(508) 839-5335 ext 1100 • FAX (508) 839-4602
www.grafton-ma.gov

**BOARD OF SELECTMEN
MEETING AGENDA**

May 2, 2017
Municipal Center, Conference Room A
7:00 p.m.

CALL TO ORDER

ANNOUNCEMENTS

PUBLIC COMMENTS

1. SCHEDULE

2. APPOINTMENTS

a) **Town Administrator**

- i. [Douglas R. Tripp – Police Officer](#)
- ii. [Joseph F. Coggans – Police Officer](#)
- iii. [Kenneth M. O'Brien – Inspector/Administrative Assistant – Assessor's Office](#)

3. RESIGNATIONS

- a) [Viviana Marcotte – Veterans Agent for the Central MA Veterans District](#)

4. NEW BUSINESS

- a) Vote to award contract – P.W. Brown for Stowe Road Drainage
- b) [Vote to approve – Application by a farmer winery for a license to sell at a Farmer's Market – Aaronap Cellar for the Grafton Farmers Market](#)
- c) [Vote to close road – Historical Society requesting closure of the west side of the Common on May 13, 2017 between 8AM and 2PM.](#)

5. SELECTMEN REPORTS / TA REPORTS

6. CORRESPONDENCE

7. DISCUSSION

- a) One Grafton Common Leasing Options
- b) Town Administrator Evaluation/Contract

EXECUTIVE SESSION

MGL Chapter 30A, Sec. 21(3)

Litigation Update

Litigation Strategy

Union Negotiations

Land Negotiation

Non Union Negotiations

Strategy for Negotiations

Minutes

ADJOURN



Grafton Police Department

28 Providence Road • Grafton, Massachusetts 01519

Telephone (508) 839-8517 • Fax (508) 839-8562

www.graftonpolice.com

Normand A. Crepeau, Jr.
Chief of Police

DATE: April 27, 2017

TO: Timothy P. McInerney - Town Administrator

SUBJECT: Police Officer Recommendations

On February 14, 2017, a Memorandum of Agreement between the Town of Grafton and the Grafton Police Alliance to fill two police officer vacancies was completed. A notice was posted via CJIS to all Massachusetts police departments requesting that any officer interested in a lateral transfer submit a letter of interest to this department. Only those officers who met the minimum requirements established by the MOA were considered. The deadline was set for March 10th.

A selection committee consisting of Lt. Minardi, Sgt. Mazzola, Sgt. Swift, Sgt. Crosby and Sgt. O'Rourke was empaneled and submitted letters of interest were reviewed. The list was narrowed to seven candidates who met the minimum requirements for consideration. A written examination as well as an oral board review was then conducted to assess each candidate's knowledge and competency for the position of police officer. The interview process included careful review and consideration of each candidate's responses during the interview, application, resume and work history as a police officer for their respective departments. Subsequently, the selection committee narrowed their choices to two candidates.

Based on the comments of the selection committee, I recommend that the following individuals be appointed to the position of permanent full-time police officer for the Grafton Police Department:

1. Douglas R. Tripp, [REDACTED]
2. Joseph F. Coggans, [REDACTED]

The candidates shall be subject to a one year probationary period following permanent appointment. Since both candidates are graduates of the MPTC academy, I am requesting that the physical abilities test (PAT) be waived.

I recommend that the appointments take effect as soon as practicable subject to your approval and successful completion of the physical and psychological examinations. If you have any questions or require further information regarding this recommendation, please do not hesitate to contact me.

Respectfully Submitted,


Normand A. Crepeau, Jr.
Chief of Police

Building Partnerships for a Safer Community

copy for Tim
RECEIVED

APR 12 2017

Kenneth Michael O'Brien

GRAFTON
ASSESSORS

6 Swandale Drive
Mendon, Massachusetts, 01756
508-566-7606
kenobrien11@gmail.com

WORK EXPERIENCE

TOWN OF MENDON, Mendon, MA

Assessor (Elected), May 2010 – Present

- Determine fair market value of properties, using methods such as field inspection, structural measurement, calculation, sales analysis, market trend studies, and income and expense analysis and DOR rules.
- Currently serving as Chairman of the Board and working towards MAAO Certified Assessor designation.

TOWN OF MENDON, Mendon, MA

Board of Selectman (Elected), May 2003 – May 2006

- Appoint department heads or managers and assign or delegate responsibilities to them.
- Nominate citizens to boards, committees and commissions.
- Make presentations to Town Meeting and other government committees regarding policies, programs and budgets.
- Attend and participate in meetings of town boards and committees.

BOY SCOUTS OF AMERICA, Southborough, MA

Territory Manager, New England Region, Oct 1996 – Sep 2013

- Oversee regional sales and local sales managers and their staffs.
- Prepare sales goals and build operating expense budgets and insure profit goals are met.
- Visit franchised dealers to stimulate interest in establishment or expansion using our sales programs.
- Assess marketing potential of new and existing store locations, considering statistics and expenditures.
- Responsible for seven retail locations across three states and a staff of almost 40. Responsible for over \$4,000,000 in annual sales.
- National Camp School Staff 2005-2013 Teaching camp and program directors how to run camps.

MASSACHUSETTS ARMY NATIONAL GUARD, Camp Edwards, MA

Platoon Sergeant, E-5, 180th Engineer Detachment Dec 1982 – Dec 1994

- Ensuring the security and welfare of the platoon members while always accomplishing the mission of base support in the Electrical and Plumbing disciplines.
- Honorably discharged after twelve years of faithful service.

BOY SCOUTS OF AMERICA, Needham Heights, MA

Retail Store Manager, Jun 1981 – Sep 1996

- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Advise dealers and distributors on policies and operating procedures to ensure functional effectiveness of business.

BOY SCOUTS OF AMERICA, Charlotte, NC

Sales Representative, Dec 1979 – Jun 1981

- Quote prices, credit terms, or other bid specifications.
- Identify prospective customers by using business directories, following leads from existing clients, participating in organizations and clubs, and attending trade shows and conferences.
- Prepare sales presentations or proposals to explain product specifications or applications.
- Calling on local distributors insuring proper product mix and stocking levels drive sales

BOY SCOUTS OF AMERICA, Needham Heights, MA

Assistant Store Manager, Jan 1977 – Nov 1979

- Resolve customer complaints regarding sales and service.
- Confer with potential customers regarding equipment needs and advise customers on types of equipment to purchase.
- Performed inventory and forecast replenishment.

BOY SCOUTS OF AMERICA, New York, NY

Sales Clerk, Feb 1976 – Dec 1976

- Answer customers' questions about merchandise and advise customers on merchandise selection.
- Itemize and total customer merchandise selection at checkout counter, using cash register, and accept cash or charge card for purchases.

EDUCATION**Gen. Douglas MacArthur HS, Levittown, NY**

High School Diploma, Jun 1975

Nassau County Comm. College, Garden City, NY

Completed coursework towards Accounting, Dec 1975

Northeastern University, Dedham, MA

Completed coursework towards Business, Dec 1988

- Took classes to supplement career, rather than attain a degree.

AWARDS AND HONORS

- Eagle Scout Award- Troop 689, Seaford, NY, 1973.
- Army Achievement Medal

CAREER OBJECTIVE

I am searching for a new opportunity that coincides with my experiences in customer service and municipal assessing.

Mary Oliver

Principal Assessor

30 Providence Road, Grafton, MA 01519.

April 12, 2017

Dear Mary,

Thank You for the opportunity to apply for the Inspector/Administrative Assistant position for the Town of Grafton. After reviewing your job description, you're looking for a candidate that is extremely familiar with the responsibilities and can perform them confidently. I am certain that I have the necessary skills to successfully do the job adeptly and perform above expectations.

I am a quality-oriented professional who works well with both co-workers and management. Over the course of my 38-year career, I've developed a skill set directly relevant to the Inspector/AA role you are looking for. Overall, I have demonstrated the ability of meeting goals and problem solving skills in every aspect of my Territory Manager position at the Boy Scouts of America. Also in my 7 years as an elected Assessor and Data Collector for the Town of Mendon. Also, I am working on earning my MAA certification. Three courses have been completed with USPAP scheduled for this May.

After reviewing my resume, I hope you will agree that I am the type of competent and competitive candidate you are looking for. I look forward to elaborating on how my specific skills and abilities will benefit the Town of Grafton. Please contact me at 508-566-7606 or via email at kenobrien11@gmail.com to arrange for a convenient meeting time. I submit the following references:

Jean Berthold, Principle Assessor Mendon 508-473-2738

Kevin Rudden, Assessor Mendon 617-480-0497

Lane Partridge, Assessor Concord 978-318-3070

Thank You for your consideration, I look forward to hearing from you soon.

Best Regards,


Ken O'Brien

April 13, 2017

Town of Grafton
Timothy McInerney, Town Manager
30 Providence Road
Grafton, MA

Dear Mr. McInerney,

Please accept this letter as my resignation for the position of Veterans Agent for the Central MA district. My last day will be Friday, April 28th. I have truly enjoyed working with these great communities, however due to personal reasons I need to vacate my position and focus on improving my situation at home. I deeply appreciate the opportunities you and the district have provided during my short time here and I apologize for the inconvenience this may cause. If I can be of any assistance in finding a replacement please let me know.

Sincerely and Respectfully,



Viviana Marcotte

**APPLICATION BY A FARMER WINERY FOR LICENSE TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

YEAR 20

#17

1. Licensee Information:

Name of Applicant: Aaronap Cellars LLC		ABCC License Number: (If Existing Licensee) FW-LIC-000084	
Mailing Address: 28 Carlisle Road		Business Name (d/b/a if different): Aaronap Cellars LLC	
Manager of Record: Noel A Powell		City/Town: Westford	State MA Zip 01886
Phone Number of Premises: (617) 401-5535			
Other Phone: 9786927510	Email: info@aaronapcellars.com	Website: www.aaronapcellars.com	

Contact Person concerning this application (attorney if applicable):

Name: Noel A Powell	City/Town: Westford	State MA	Zip 01886
Address: 28 Carlisle Road	Email: noel@aaronapcellars.com		
Contact Number: (978) 692-7510	Fax Number:		

2. Event Information:

A. Farmer's Market licenses are only permitted at events that the Department of Agriculture has certified as Agricultural Events.

Please attach document from Department of Agricultural Resources certifying that this is an agricultural event.

Date(s) of Event: Wednesdays, June 28 - October 11, 2017, 2:00 - 6:00 PM

B. Contact person for applicant during event:

Name: Noel A Powell

Phone number of contact: (978) 692-7510

C. Description of the premises within the Farmer's Market:

Address of Premises for the Sale of Wine: Grafton Town Common, 1 Grafton Common

City/Town: Grafton

State

MA

Zip

01519

Phone Number of Premises:

508-839-5335 x1156

Describe Area to be Licensed:

Wine sales will be held in a 10x10 vendor space as assigned by the market manager within the market space.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

3. Existing License(s) to Manufacture, Export and Sell at Retail:

List the license(s) you hold which authorize the manufacture, exportation and retail sale of wine to consumers: (Attach a copy of each license)

Name	License Type	License Address
Aaronap Cellars LLC	MA Farm Winery #FW-LIC-00084	28 Carlisle Road, Westford, MA 01886

4. Are you providing, without charge, samples of wine to prospective customers?

Yes ☒ No ☐

Section 15F specifically requires that "all samples of wine shall be served by an agent, representative or solicitor of the licensee."

A. If yes, please provide names and addresses of all agents, representatives and solicitors:

Name	Address	ABCC License Number
Noel A Powell	28 Carlisle Road, Westford, MA 01886	FW-084
Maureen Allain	644 Lancaster Street, Leominster, MA 01453	FW-084

B. Proof of Age for Sale to Consumers:

Please identify all methods by which you will obtain proof of age before providing samples or making any sales of wine to consumers :

check valid state issued identification card or passport for proof of legal drinking age

5. Transportation and Delivery:

Please identify in detail all persons or businesses that are licensed under M.G.L. c. 138, §22 that will be making any delivery of wine on your behalf to the Farmer's Market in Massachusetts.

Noel A Powell, CEO & Manager of Aaronap Cellars LLC, Transportation License #TR-LIC-001358

*If additional space is needed, please use last page.

**APPLICATION FOR LICENSE BY A FARMER WINERY TO SELL AT A
FARMER'S MARKET
(CH.138, §15F)**

6. Safety and Tax Registration:

Has the Farmer's Market registered with the Food and Drug Administration? Yes ☐ No ☒ Registration Date:

7. Disclosure of License Disciplinary Action:

Have any of the your licenses to sell alcoholic beverages ever been suspended, revoked or cancelled? Yes ☐ No ☒

If yes, list said interest below:

Date	License	Reason why license was Suspended, Revoked or Cancelled

Pursuant to M.G.L. Ch. 62C, Sec. 49A, I certify under the penalties of perjury that, I have filed all state tax returns and paid all state taxes required under law. I further understand that each representation in this application is material to the determination of the application and state under penalty of perjury that all statements and representations therein are true.

Note: The LLA may require additional information.

Signature



Title

Owner

Date

April 16, 2017

THE COMMONWEALTH OF MASSACHUSETTS

EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



CHARLES D. BAKER
Governor

KARYN E. POLITO
Lt. Governor

MATTHEW A. BEATON
Secretary

JOHN LEBEAUX
Commissioner

April 12, 2017

Noel Powell
Aaronap Cellars LLC
28 Carlisle Rd.
Westford, MA 01886

Re: Certification of Agricultural Event Pursuant to M.G.L. c. 138, Section 15F

Dear Mr. Powell:

Please be advised that your application for certification of the Grafton Farmers' Market, on Wednesdays from June 28th 2017 to October 11th 2017 from 2:00 pm to 6:00 pm as an agricultural event pursuant to M.G.L. c. 138, Section 15F has been approved.

Please remember that, upon certification of an agricultural event by MDAR, the farm-winery must submit a copy of the approved application to the local licensing authority along with the application for obtaining a special license from the city or town in which the event will be held. Upon issuance of a special license, the winery should confirm that a copy of the special license was sent by the local licensing authority to the Alcoholic Beverages Control Commission (ABCC) at least seven (7) days prior to the event.

Sincerely,

A handwritten signature in black ink, appearing to read "John Lebeaux", written over a faint, circular official stamp.

John Lebeaux, Commissioner

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF ENERGY AND ENVIRONMENTAL AFFAIRS



Department of Agricultural Resources

251 Causeway Street, Suite 500, Boston, MA 02114
617-626-1700 fax: 617-626-1850 www.mass.gov/agr



Application for Certification of an Agricultural Event for the Sale of Wine
Pursuant to M.G.L. c. 138, Section 15F

*To be completed by the licensed farm-winery and returned to:

By Mail: Agricultural Event Certification Program, 251 Causeway Street, Suite 500, Boston, MA 02114

By Email: Rebecca.Davidson@State.ma.us with the subject line "Agricultural Event Certification"

(A separate application must be completed for each event)

In order for your application to be considered complete, you must include the following documents. Incomplete applications will not be accepted.

- ☒ Signed and dated application with farm-winery license number
- ☒ List of vendors with brief descriptions of products for current year/season
- ☒ Event operational guidelines or rules for current year/season
- ☒ Resume of event manager or description of experience
- ☒ Plan depicting the premises and specific location where the license will be exercised. See Template 1.
- ☒ Approval letter from event management including the name of the licensed farm-winery and the day(s), month and year of event. See Template 2.

1. Applicant Information					
Name of Licensed Farm-Winery		Aaronap Cellars LLC			
Farm-Winery License Number		FW-LIC-000084	State of Issue	MA	
Contact Person	Noel A Powell				
Address	28 Carlisle Road				
City	Westford	State	MA	Zip	01886
Phone Number	617-401-5535	Email	noel@aaronapcellars.com		
Correspondence preference		<input type="checkbox"/> Regular Mail	<input checked="" type="checkbox"/> Email		
<i>Note: Approval/denial letters will be sent regular mail.</i>					
Do you intend to sell, sample, or both? Check all that apply.					
<input checked="" type="checkbox"/> Sell		<input checked="" type="checkbox"/> Sample			

2. Event Information					
Name of Agricultural Event		Grafton Farmer's Market			
Type of Event	<input type="checkbox"/> Agricultural Fair (as defined by MDAR policy)	<input checked="" type="checkbox"/> Farmers Market (as defined by MDAR policy)	<input type="checkbox"/> Other Agricultural Event		
If you selected "Other Agricultural Event", how does this event promote local agriculture?					
Event Address	Grafton Town Common, 1 Grafton Common				
City	Grafton	State	MA	Zip	01519
Event Phone Number	508-839-5335 x1156	Event Website	www.graftonfarmersmarket.com		


3. Event Description			
What are the date(s) and time(s) of the event?			
Start date	06 / 28 / 2017	End date	10 / 11 / 2011 Time 2:00-6:00PM
Month	Day	Year	Month Day Year
If this is a weekly event, on what day of the week does the event occur? Wednesdays			
If the event is an agricultural fair, does the event include competitive agriculture?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input checked="" type="checkbox"/> N/A
Is the event sponsored or run by an agricultural/horticultural society, grange, agricultural commission or association whose primary purpose is the promotion of agriculture and its allied industries?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If yes, identify:			

4. Event Management			
Name of Event Manager	Grafton Farmers Market Committee		
Email Address	info@graftonfarmersmarket.com	Phone Number	508-839-5335
Is this person the on-site manager?	<input type="checkbox"/> Yes	<input checked="" type="checkbox"/> No	
If no, identify on-site manager (include contact information): See below			
Committee is in process of hiring a Market Manager for daily oversight of market			
If there are multiple managers, list them and include contact information:			
The Market is managed by the Grafton Farmers Market Committee, under the Town of Grafton Recreation Department. Committee members include:			
Elizabeth Clements, Zachary Kerzee (325-428-9266), Tori Buerschaper (tori@community-harvest.org), Zena Bauman (pudgefudgebrownies@gmail.com), and Paul Grady (paul.r.grady@gmail.com)			
Attach on-site manager(s) resume(s) or list any credentials or training of the on-site manager(s):			
<i>Relevant credentials include, but are not limited to, experience as a market manager, attendance at any market manager workshops, and experience with other agricultural events.</i>			
Zena Bauman - Second year on market committee, third year vendor at Grafton Farmers Market. Owner of Fudge Pudge Brownies.			
Tori Buerschaper - Second year on market committee, Education and Outreach Coordinator at Community Harvest Project (local farming non-profit)			
Elizabeth Clements - Fourth year on market committee			
Paul Grady - Second year on market committee, 6th year vendor at Grafton Farmers Market. Owner of Potter Hill Farm.			
Zach Kerzee - 3rd year on market committee, 3rd year vendor at Grafton Farmers Market. Pastor of Simple Church in Grafton and Manager of Simple Bread.			

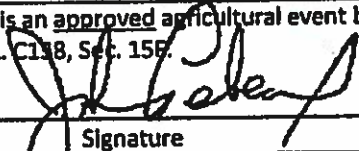
5. General

Attach or provide in the space below a plan depicting the premises and the specific location where the license will be exercised. See template for necessary elements to include.

See attached premise plan

	04/04/2017
Signature of Applicant	Date
Noel A Powell	Owner/Winemaker
Name (please print)	Title (please print)
FW-LIC-000084	MA
Farm-Winery License Number	State

FOR DEPARTMENT USE ONLY

APPROVAL	
The event listed above is an <u>approved</u> agricultural event by the Massachusetts Department of Agricultural Resources under M.G.L. C118, Sec. 15B.	
	4/12/17
Signature	Date

DENIAL	
The event listed above is <u>not approved</u> as an agricultural event by the Massachusetts Department of Agricultural Resources for the following reason(s):	
Signature	Date

Grafton Farmers Market Policies - 2017

Purpose

The purpose of the Grafton Farmers Market, hereinafter "Market" is:

- To provide fresh, local food directly from farmers to consumers.
- To help the local farming industry to remain healthy.
- To educate the community about healthy and sustainable living.
- To provide a social experience that builds community.

Market Logistics

• **Location and Time:** The Market will be held every Wednesday from June 28th to October 11th from 2pm to 6pm on the Grafton Common. The Market will be open rain or shine, and all vendors are expected to stay for the entire market day if the Market is open.

• **Bad Weather Policy:** If the Market Manager determines that the weather is unsafe, or in the event of thunder or lightning, the Market will be closed or delayed. The Market Manager will communicate to vendors if the Market has been closed.

• **Vendor Fees:**

-The seasonal rate for a vendor space at the Market is \$200. If a seasonal vendor has perfect attendance, the vendor will receive a \$50 credit for the 2017 season. For seasonal vendors, a \$100.00 deposit is required at the time that the application is submitted to reserve a space.

-There will be vendor space available to local artisans on a one-time basis, and the charge for this space shall be \$20.00.

Checks should be made payable and mailed to the Grafton Recreation Department at 30 Providence Road, Grafton, MA 01519. Put *Farmers Market Fee* in the Memo field of your check.

• **Management:** The Market is managed by the Grafton Farmers Market Committee, under the Town of Grafton Recreation Department. The members of the Grafton Farmers Market Committee include: Elizabeth Clements, Zachary Kerzee, Tori Buerschaper, Zena Bauman, and Paul Grady hereinafter called "Market Committee." The committee can be contacted by emailing info@graftonfarmersmarket.com. On each Market day, there will be a paid Market Manager available at all times to address concerns about the Market.

• **Health and Food Codes:** All regulations and fees for vendors with prepared foods or potentially hazardous foods (PHF) will be managed by the Grafton Board of Health (BOH). It is expected that whoever is managing the vendor tent is aware of the food regulations. Your Food Permit must be displayed at your tent in view of all customers. If you have any questions regarding this process, please contact the Market Committee.

• **Meat and Refrigerated Products:** All meat and refrigerated products that a vendor seeks to bring to the market must be pre-approved by the Grafton Board of Health. Each vendor is required to ensure that their products meet all FDA and USDA requirements and that each product is kept at a temperature set by the Grafton Board of Health. The products and temperature will be subject to inspection throughout the Market.

• **Wine and Alcohol Sales:** All wine or alcohol sales must comply with all applicable federal, state, and local laws and regulations. The Vendor is responsible for ensuring that alcohol is not available for sampling or for sale to individuals who are not 21 years of age, and assumes responsibility for ensuring wine and other alcohol is only sold to individuals who are 21 years of age or older.

Products

For purposes of the Market, the following definition shall apply:

LOCAL: Within Grafton, Massachusetts or the 100 mile radius surrounding Grafton, Massachusetts.

- **Fruits and Vegetables:** All fruits and vegetables must be planted, cultivated, and harvested by the farm or on the farm of the vendor.
- **Baked Goods:** Baked goods must be prepared and/or produced by the vendor. Local ingredients should be used whenever possible and available.
- **Processed Farm Products:** Products such as Cider, Maple products, or Honey must 1) be processed by the farm; OR 2) contain a substantial portion of the farm's raw product in final product is produced elsewhere.
- **Animal Products:** Meats must be from animals raised on your farm. Animal products, including cheese, milk must be from animals raised on your farm or locally sourced.
- **Artisan Items:** Products sold by artisans must be locally produced by the artisan and local ingredients shall be used whenever possible. Artisanal products may include crafts and food, but they should be produced in small batches or by hand. No imported or resale items are permitted to be sold as an artisan or farm product.
- **Other Items:** Other items offered at the Market will be reviewed and accepted by the Market Manager prior to being offered for sale.

Vendor Policies

- **Vendor Make-Up:** There will be a mix of seasonal and occasional vendors selling locally produced vegetables, fruits, plants, baked goods, meats, pet products, artisans, crafts, and non-profit groups. The Market Committee retains the right to decline the application of vendors in order to ensure that there is a competitive and balanced market for both the vendors and customers.
- **Special Vendors:** Non-profit community groups are encouraged to provide both educational and hands-on activities, in addition to fundraising activities for regular and special market days.
- **Local Artisans:** There will be vendor spaces available for local artisans that can be rented on a weekly basis. The Market Committee retains the right to deny the sale of goods that do not meet Market qualifications. Vendors must coordinate with the Market Committee for scheduling, and payment is expected on the scheduled day of attendance.
- **Space Assignment:** Seasonal vendor spaces will be determined by the Market Committee prior to the opening of the Market in June and will remain consistent each week. Adjustments may be made for special events or circumstances. A map will be sent out prior to each market with assigned spaces for all vendors.
- **Absences:** Seasonal vendors are expected to come each week; however, if there is an expected or unexpected conflict, the vendor should contact the Market Committee before the start of the Market day.
- **Set-Up:** Vendors shall provide their own tents, tables, and other equipment necessary to ensure a secure and safe selling environment. Each vendor shall be responsible for set-up and clean up and should leave the area clean of any debris.
- **Opening and Closing:** All vendors should arrive at the market 30 minutes before opening of the Market in order to ensure that they are ready to sell 5 minutes before opening. No sales may take place before the opening of the Market. The opening and closing of the Market will be indicated by the ringing of a bell, and the hours shall be from 2pm – 6pm. If a vendor must leave prior to closing for any reason, the vendor

must inform the Market Manager of this before breaking down. Selling out is not a valid reason for leaving early.

- **Signage:** All vendors should identify their business and the price of the product.

- **Parking, Driving, and Animals on the Common:** Vendors who have submitted the Town of Grafton Application for Animals and Vehicles on Town Recreation Areas may drive their vehicles on the Common and bring animals to the Market. Vehicles are only allowed on the common prior to the Market opening and after the Market has closed, in order to load and unload goods. If a vendor violates this policy or drives in an unsafe manner on the Common, the Market Manager retains the right to restrict a vendor from driving on the Common. Vehicles should be removed 10 minutes prior to the start of the Market. Vendors will be responsible for ensuring the safety of their animals as well as the public, and will be responsible for any clean-up associated with their animals.

- **Insurance:** Each seasonal vendor must carry their own General Liability Coverage policy with a certificate of insurance submitted as part of the application. Any accident or injury at the Market must be reported immediately to the Market Manager.

- **Loss of Privileges:** The Market Manager reserves the right to terminate vendors from participation for failure to comply with the Market policies.

2017 Grafton FM Vendors

	Business Name	Town	Product
Ag Vendors	Foppema's Farm	Northbridge	Produce
	Spring Ridge Farm	Boylston	Meats, eggs
	Potter Hill Farm	Grafton	Produce, eggs
	Two Hills Farm	Grafton	Meats
	Angel Hair Alpacas	Grafton	Alpaca products
	Long Field Flower Farm	Oxford	Flowers
	Sap Castle	Rutland	Maple Syrup
	Couet Farm & Fromagerie	Dudley	Cheese
	First Leaves Family Farm	Whitinsville	microgreens & herbs
	Rhapsody Hill Farm	Upton	honey and soap
	Aaronap Cellars	Westford	Wine
Artisan Foods	Pudge Fudge Brownies	Grafton	Brownies
	Simple Bread	Grafton	Bread
	Revelry Coffee Co	Worcester	Coffee & lemonade
	Ana Banana's Homemade Goodness	Southborough	Chocolates
	All Purpose Bakery	Lowell	Gluten free baked goods
Food Trucks	Giacomo's Gourmet Granola	Worcester	Granola
	Say Cheese	Shrewsbury	Food Truck
	Press'N It	Milbury	Food Truck
	Anzios		Food Truck
Craftsmen	Landry's Bicycles	Westborough	Electric bikes
	Studio Eighty Seven		Greeting Cards
	Emily Vogel	Grafton	Jewelry, paintings
	Blackstone Valley Women's Club	Grafton	Dog Treats
	Naked Pete's	Grafton	Artisan Beauty Products

Welcome to the Grafton Farmers Market!

Grafton Farmers Market (farmersmarketgrafton@gmail.com)

Sent: 3/21/2017 3:17 PM

To: "Grafton Farmers Market" <farmersmarketgrafton@gmail.com>

Bcc: noel@aaronapcellars.com

Thank you for your interest in the Grafton Farmers Market. We are pleased to inform you that your application for the 2017 season has been accepted!

Please review the information below:

- The market will be held on Wednesdays, 2-6 PM, June 28th, 2017 through October 11th, 2017 on the Grafton Common.
- The full season fee is \$200, the biweekly fee is \$150 and the per market fee is \$20 per day.
- Please complete our attendance and insurance coverage form to let us know which markets you will be attending and to verify your insurance by [clicking here](#).
- Vendors who will be attending either the entire season or biweekly should send a \$100 deposit by June 1, 2017. Checks should be made payable to Grafton Recreation Department and mailed to Grafton Farmers Market, c/o Grafton Recreation Department, 30 Providence Road, Grafton, MA 01519. The balance will be due on opening day. Weekly vendor fees are \$20 and will be collected onsite on market days.
- If you are working with prepared foods, you must apply with the Grafton Board of Health. The Board of Health fee is \$25 per season or \$5 per market. Board of Health applications can be completed and fees can be paid at the Grafton Board of Health at the Grafton Town Offices, 30 Providence Road, Grafton, MA.
- If you have not already done so, please review the complete Grafton Farmers Market policies by [clicking here](#).

Please feel free to contact us with any questions or concerns and welcome to the Grafton Farmers Market!

Sincerely,

The Grafton Farmers Market Committee

Elizabeth Clements

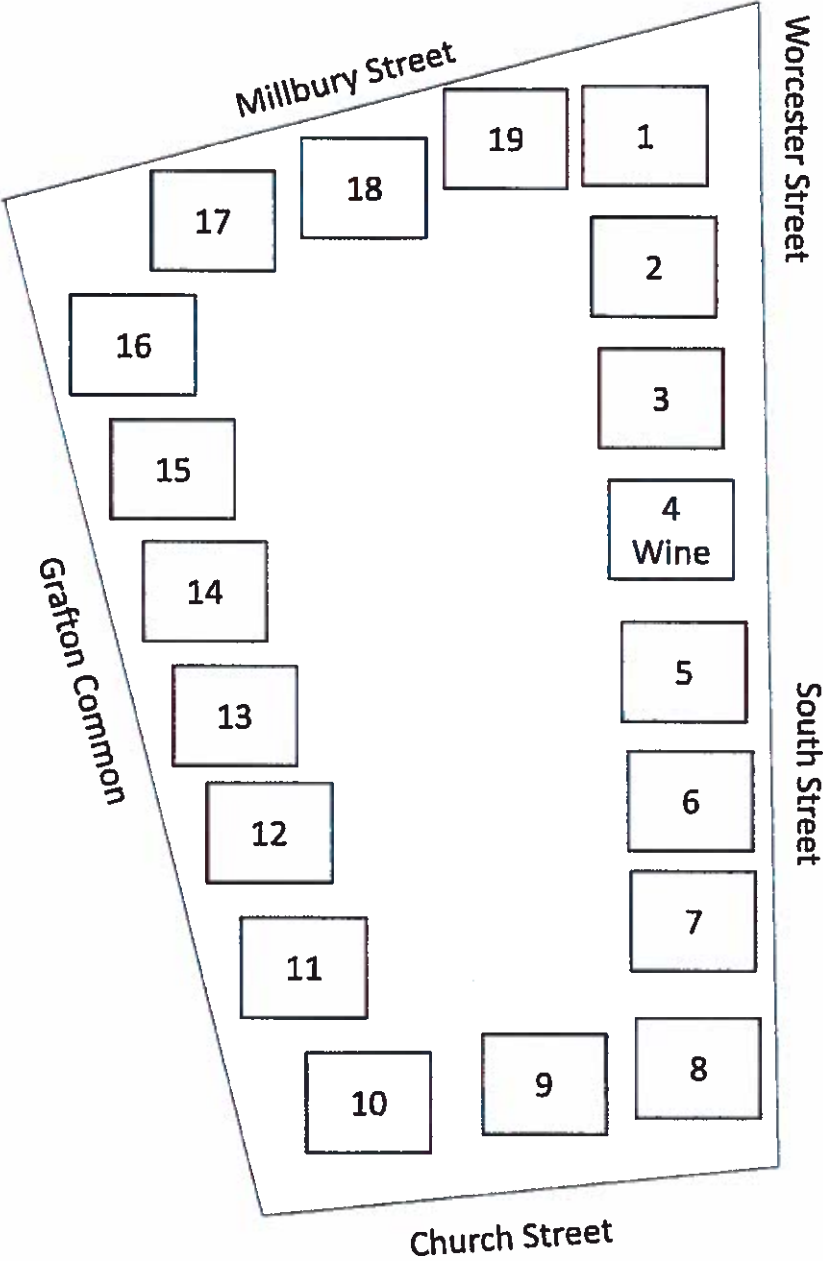
Paul Grady

Penny Johnson

Zach Kerzee

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Grafton Farmers Market Map



The Commonwealth of Massachusetts
Department of the State Treasurer



License Number: FW-LIC-000084
Record Number: 2016-000019-FW-REN
Capacity: 5K Gallons or Less

Alcoholic Beverages Control Commission

Hereby Grants a Farmer-Winery License
Aaronap Cellars Llc
28 Carlisle Rd. Westford, MA 01886

This license authorizes the above-named holder (1) to produce, rectify, blend, or fortify from fruits, flowers, herbs or vegetables wine containing not more than 24 percent of alcohol by volume at 60 degrees Fahrenheit; and, (2) to sell wine or winery products: (a) at wholesale to any person holding a valid wholesaler's and importer's license under section 18, (b) at retail or wholesale to a person in a state or territory in which the importation and sale of wine is not prohibited by law; and, (c) at wholesale to a person in any foreign country.

This license is subject to the following conditions:

1. The licensed premises and all books, records and other documents relating to the business authorized to be conducted under this license shall be subject to inspection at any time by any member of the Commission or any duly authorized agent thereof.
2. Alcoholic beverages shall not be kept or exposed for sale on premises other than those described in this license.
3. Alcoholic beverages shall not be sold delivered or furnished to any person
- under twenty-one years of age; or delivered by any person under eighteen years of age.
4. Sales and deliveries hereunder are authorized between the hours of 8:00 o'clock AM and 11:00 o'clock PM only.
5. The above-named holder must obtain a license issued under M.G.L. c. 138 §19F to sell at retail by the bottle to consumers, for consumption off the winery premises.

This license is issued conditionally and subject to the fact that there exists no breach of any condition of any previous license or violation of any law of the Commonwealth under any previous license and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

2017

IN WITNESS WHEREOF, the undersigned have hereto affixed their official signatures this March 23, 2016.

This license will expire
12/31/2017 unless otherwise
suspended or revoked during this period

Kim S. Gainsboro
Kim S. Gainsboro, Chairman

Elizabeth Lashway
Elizabeth Lashway, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

This License Shall Be Displayed on the Premises in a Conspicuous Place Where It Can Be Easily Read.

Fee \$ 22.00

The Commonwealth of Massachusetts
Department of the State Treasurer



License Number: TR-LIC-001358

Record Number: 2016-000019-FW-REN

Alcoholic Beverages Control Commission

Hereby Grants a

Transportation and Delivery Permit

Vehicle Plate Number: 2HN800

Aaronap Cellars Llc

28 Carlisle Rd. Westford, MA 01886

Related License:

ABCC License Number: FW-LIC-000084

License Type: Farmer Winery

No PERSON under eighteen years of age shall be permitted to handle, transport or deliver any alcoholic beverages under this permit.

IN WITNESS WHEREOF, the undersigned have hereunto affixed their official signatures this 3/23/2016.

2017

This License will expire
12/31/2017 unless otherwise
suspended or revoked during this period

Kim S. Gainsboro
Kim S. Gainsboro, Chairman

Elizabeth Lashway
Elizabeth Lashway, Commissioner

Kathleen McNally
Kathleen McNally, Commissioner

This permit is issued conditionally and subject to the fact that there exists no breach of any condition of any previous permit or violation of any law of the Commonwealth under any previous permit and this license shall be subject to revocation, cancellation, modification or suspension for any such breach of condition or violation of law.

This permit shall always be carried in the vehicle.

License Issued under the Provisions of Section 22, Chapter 138 of the General Laws, as Amended

Fee \$ 150.00

Congratulations!

You have successfully completed the ServSafe Alcohol® Responsible Alcohol Service Training and Certification Program. This is your official ServSafe Alcohol Certification Card and provides confirmation that you have studied, and are knowledgeable about, how to serve alcohol responsibly.

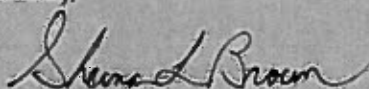
Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions

ServSafe

ID # 6750000

CARD # 14215217

ServSafe Alcohol® CERTIFICATE



NOEL POWELL

NAME

10/5/2016

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Sherman Brown, Senior Vice President, National Restaurant Association Solutions

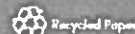
This certificate confirms completion of the ServSafe Alcohol® responsible alcohol service program.

In Alaska you must laminate your card for it to be valid.

NATIONAL
RESTAURANT
ASSOCIATION

175 West Jackson Boulevard,
Suite 1500
Chicago, IL 60604-2814
1.800.SERVSAFE
312.715.1010 in the Chicago area
ServSafe.com

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Congratulations!

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Thank you for participating in the ServSafe Alcohol program. Responsible alcohol service begins with the choices you make, and ServSafe Alcohol training will help you make the right decision when the moment arises.

By completing the ServSafe Alcohol program, you show your dedication to safe and responsible alcohol service. The ServSafe Alcohol program and the National Restaurant Association are dedicated to helping you continue to raise the bar on alcohol safety.

To learn more about our full suite of responsible alcohol service training products, contact your State Restaurant Association, your distributor or visit us at ServSafe.com.

We value your dedication to responsible alcohol service and applaud you for making the commitment to keep your operation, your customers and your community safe.

Sincerely,



Sherman Brown

Senior Vice President, National Restaurant Association Solutions

ServSafe

ID # 14008874
CARD # 14870247

ServSafe Alcohol® CERTIFICATE



MAUREEN ALLAIN

NAME

3/24/2017

DATE OF EXAMINATION

Card expires three years from the date of examination. Local laws apply.

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Sherman Brown
Senior Vice President, National Restaurant Association Solutions

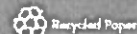
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*Grafton Historical Society
One Grafton Common
Grafton, MA 01519
508 839-0000*

April 26, 2017

Town of Grafton
Board of Selectmen
30 Providence Road
Grafton Massachusetts, 01519

Dear Board Members,

The Grafton Historical Society, Inc. and The Grafton Garden Club respectfully request that the Town allow the closing of the Street on the west side of the Common be closed on Saturday May 13, 2017 between the hours of 8AM and 2 PM.

On Saturday May 13, 2017 the Grafton Garden Club and the Grafton Historical Society will be co-hosting a plant sale and Grafton History Day from 9 AM to 2 PM and the road closure is needed to allow for setting up some of the displays. At this time we are expecting to have a number of antique cars and the State Police Museum is planning to display several old cruisers.

If you have any question I can be reached at (508) 839-000.

Very truly yours

Nancy Therrien, President Grafton Historical Society